

**EMBASSY OF THE UNITED STATES OF AMERICA**  
Bangui, Central African Republic

**ADMIN NOTICE**

**NUMBER**     **APER 006/10**

**DATE: April 27, 2010**

**Open to:**                **ALL INTERESTED CANDIDATES**  
**Position:**             Chauffeur, FSN-3; FP-BB\*  
**Opening date:**        April 30, 2010  
**Closing date:**        May 13, 2010  
**Work hours:**          Full-time; 40 hours/week  
**Position grade:**      \*Ordinarily Resident: CFA 2,256,692 p.a (starting Base salary)  
                                 Position Grade: FSN-03

**NOTE:** All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Bangui is seeking two individuals for positions of Chauffeurs in the General Services Office (GSO) Motor Pool.

**BASIC FUNCTION OF POSITION:**

Serves as general chauffeurs under work guidance of the Motor Pool Dispatcher. Ensures vehicle is in good operating condition at beginning of shift and reports any problems to the GSO Assistant at end of shift. Responsible for daily checks of radiator, battery and tires and for filling fuel tank. Must maintain daily vehicle usage logs and submit to GSO Assistant at the end of each shift. Overall supervision provided by the General Services Assistant.

A copy of the complete position description listing all duties and responsibilities is available for review in the Human Resources Office and at the Embassy's entrance.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. REQUIRED EDUCATION:**

Completion of elementary school (minimum of 6 years) is required.

**2. REQUIRED WORK EXPERIENCE:**

One to two years' experience as a paid Chauffeur is required.

**3. REQUIRED LANGUAGES:**

Level 2 (limited knowledge, speaking) English and Level 2 (limited knowledge, speaking/reading) French are required.

**4. REQUIRED JOB KNOWLEDGE:**

Must know Bangui and surroundings area and be familiar with all local traffic laws and basic mechanical operation of motor vehicles.

## **5. REQUIRED TECHNICAL KNOWLEDGE:**

A valid C.A.R. driver's license appropriate to the type of vehicle driven is required.

## **SELECTION PROCESS:**

When qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertized positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personnel Services Agreements (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must go through background investigations.

## **TO APPLY:**

Interested applications for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) or
2. A current resume or curriculum vitae that provide the same information as an OF-612.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATIONS TO:**

**Management Officer**  
American Embassy Bangui  
P.O. Box 924  
Bangui, CAR

## **DEFINITIONS:**

1. AEFM: A type of EFM who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
  - a) US citizen;
  - b) Spouse or dependent that is at least age 18;
  - c) Listed on the travel orders of a Foreign or Civil Service or informed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - d) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternative safe haven abroad; and

2. Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.
3. Eligible Family Member (EFM): Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
4. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
5. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency based in the host country and has the required work and/residency permits for employment in the country.
6. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
7. The U.S. Mission in CAR provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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Christopher Reynolds  
**Management Officer**